

# APPLICANT

DPS-125C REV. 10/11

SIGNED (Person fingerprinted)

DO NOT SIGN

EMPLOYER'S NAME AND ADDRESS

DATE SIGNED (Official taking prints)

NOTE AMP LEAVE BLANK

LEAVE BLANK

Print in black

LAST NAME

FIRST

MIDDLE

BLACK or BLUE Ink only

MAIDEN OR OTHER NAME

SOCIAL SECURITY #

LEAVE BLANK - FPC

RESIDENCE (Street, Town, State)

PLACE OF BIRTH

SEX

RACE

HGT.

WGT.

HAIR

EYES

DATE OF BIRTH

SPBI #

IDENT BY

IMPORTANT  
Applicant For

SEND REPLY TO (Police Dept., 1st Selectman, etc.) IMPORTANT

CLASSIFIED BY

SEARCHED BY

N.C. BY

1. RIGHT THUMB

2. RIGHT INDEX

3. RIGHT MIDDLE

4. RIGHT RING

5. RIGHT LITTLE

STATE OF CT CARD

Complete Highlighted Info before coming to Police H.Q.

6. LEFT THUMB

7. LEFT INDEX

8. LEFT MIDDLE

9. LEFT RING

10. LEFT LITTLE

See following instructions and codes for completing cards.

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

FBI

LEAVE BLANK

FD-258 (REV.3-1-10) 1110-0046

LAST NAME FIRST NAME MIDDLE NAME

BLACK or BLUE Ink only

SIGNATURE OF PERSON FINGERPRINTED

Do Not SIGN

ALIASES AKA

O  
R  
I

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH  
Month Day Year

DOB  
Year

CITIZENSHIP CTZ

SEX

RACE

HGT.

WGT.

EYES

HAIR

PLACE OF BIRTH

POB

DATE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

LEAVE BLANK

EMPLOYER AND ADDRESS

FBI NO. FBI

CLASS

ARMED FORCES NO. MNU

REF.

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

# F.B.I. CARD

Complete Highlighted Info before coming to Police H.Q.

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

See following instructions and codes for completing cards

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

## DATA ENTERED ON CIVIL FINGERPRINT CARDS

See figure 3 on page 17 for an example of a Civil Fingerprint Card (FD-258)

Data fields preceded by an asterisk (\*) must be completed in order for a fingerprint card to be processed by the FBI. However, all data fields are important and should be completed if the information is known. Also, the *National Crime Information Center (NCIC) Code Manual* can be used as a reference for codes of various fields.

**1. \*Name (NAM) Block**

Enter the name obtained from the subject in this field. Abbreviations are not to be used for any part of the name. This format is last name followed by a comma (,) first and middle name, if any. Suffixes denoting seniority (i.e. Jr., Sr., III, etc.) should follow the middle or first name. Do not obstruct this area by using stamps, labels, holes or staples where the name has been printed.

**2. Signature and residence of Person Fingerprinted Block**

Obtain the signature of the person being fingerprinted, in ink. Also, enter the residential address of the person being fingerprinted.

**3. Aliases (AKA) Block**

Enter other names used by the subject that are different than the name entered in the "NAM" block #1. Also list the signature name as an AKA if different than the name that appears in the "NAM" block. Maiden names and all previous married names of females should be entered in the AKA field, if known.

**4. \*Originating Agency Identifier (ORI) Block**

If the ORI number is not preprinted by the FBI, enter the ORI number, agency name, city and state. Each agency is assigned its own unique ORI number. If you do not have an ORI number, you can contact your NCIC Control Terminal Officer (CTO), and an ORI number will be assigned to your agency. Federal agencies should contact their Federal Service Coordinator to obtain an ORI number.

**IMPORTANT:**

**NEVER BORROW PREPRINTED FINGERPRINT CARDS FROM OR  
LOAN PREPRINTED FINGERPRINT CARDS TO OTHER AGENCIES.**



5. **\*Date of Birth (DOB) Block**

Enter the DOB in month, day, year format (i.e. MM/DD/YYYY). If a complete DOB is not known, enter approximate age followed by the statement "YEARS OF AGE". **Fingerprint cards of person 99 years old or older are not processed by the FBI; they will be rejected.**

NOTE: IF THE DOB BLOCK IS BLANK AND THE CARD DOES NOT HAVE AN FBI NUMBER QUOTED, THE CARD WILL BE RETURNED TO THE STATE BUREAU OR SUBMITTING AGENCY WITHOUT BEING PROCESSED.

6. **Citizenship (CTZ) Block**

Enter "U.S." if the subject is a citizen of the United States; otherwise, enter the appropriate country. Use the correct abbreviation for foreign countries or correctly spell the name of the country. A list of approved abbreviations can be found in the *NCIC Code Manual*. **"YES" or "NO" responses are not acceptable.**

7. **\*Sex (SEX) Block**

Sex must be indicated by either **"F"** (female) or **"M"** (male). See Sex Code Table on page 37 for additional codes.

8. **Race (RAC) Block**

Race must be indicated by using the Race Code decision chart on page 39.

NOTE: ADDITIONAL EXPLANATIONS OF SEX AND RACE CODES ARE LISTED ON PAGE 37 AND 39.

9. **Height (HGT) Block**

Height must be expressed in feet and inches. Fractions of an inch should be rounded off to the nearest inch. Inches less than ten should be preceded by a zero. For example, five feet four inches should be submitted as "504" and six feet even would be "600".

10. **Weight (WGT) Block**

Weight must be expressed in pounds. Fractions of a pound should be rounded off to the nearest pound.

**11. Eye (EYE) Color Block**

Indicate eye color by entering one of the codes from the eye color decision chart on page 37.

**12. Hair (HAI) color Block**

Indicate hair color by entering one of the codes from the hair color decision chart on page 38.

**13. Place of Birth (POB) Block**

Enter the subject's state, territorial possession, province (Canadian), or country of birth. Use the correct abbreviation for foreign countries or correctly spell the name of the country. A list of approved abbreviations can be found in the *NCIC Code Manual*. **Do not list a county as a POB.**

**14. Originating Case Agency/Local Agency Identification Reference (OCA/LIR) Block**

Enter your agency's identification or case number for the subject. The OCA must not exceed twenty (20) alphanumeric characters.

**15. FBI Number (FBI) Block**

Enter the assigned FBI Number for the subject, if known.

**16. Armed Forces Number (MNU) Block**

Enter Armed Forces number, if known.

**17. Social Security Number (SOC) Block**

Enter the subject's Social Security number, if known.

**18. Miscellaneous Number (MNU) Block**

The MNU is an identifying number associated with the subject such as U.S. Military Service Number, Passport Number, etc. Enter the MNU and indicate the description according to the decision chart on page 40.

**19. Date Fingerprinted Block**

Enter the date the subject was fingerprinted in month, day, year format (i.e. MM/DD/YYYY).

**20. Signature of Official Taking Fingerprints Block**

Enter the signature or name of the official taking fingerprints. Also list the official's ID number if applicable.

**21. Employer and Address Block**

Enter the subject's potential employer and address of that employer.

**22. Reason Fingerprinted Block**

**Miscellaneous Applicant:** Fingerprint cards are submitted when a person is applying for law enforcement/criminal justice background checks. Clearly state the position and or agency as applicable such as: Law Enforcement Officer, Corrections Officer, NCIC Terminal Operator, etc.

**Applicant User Fee:** Fingerprint cards are submitted when a person is applying for a non-law enforcement position and needs a background check completed as part of the hiring/licensing process (i.e. teacher, day care provider, school bus driver, racing commission, liquor license, etc.). Non-Federal Applicant User Fee fingerprint card submissions are governed by state statutes. A statute must be included in the Reason Fingerprinted block and coincide with the literal (i.e. Pharmacists B&PC 4345, Notaries Public Gov C 82141, AS 13.08.015 Permit for School Bus Driver).

**23. \*Fingerprint Impressions Block (Individual & Simultaneous)**

Care should be taken to roll the fingers from nail to nail when taking the individual finger impressions. This will help ensure legibility. Roll the prints in the correct sequence code (note the right and left hand designations in the finger blocks) and obtain simultaneous plain "flat" impressions at 45 degree angles that do not extend up into the rolled impressions. Indicate amputated fingers, tip-amputated, transplanted toes/fingers, missing at birth, deformed, bandaged, scars, etc., in the appropriate finger block(s).



## SEX CODE TABLE

<i>External Code</i>	<i>Literal</i>	<i>Description</i>
<b>F</b>	<b>Female</b>	<b>Female</b>
<b>G</b>	<b>Female</b>	<b>Female Print, Male Reference</b>
<b>M</b>	<b>Male</b>	<b>Male</b>
<b>N</b>	<b>Male</b>	<b>Male Print, Female Reference</b>
<b>Y</b>	<b>Male</b>	<b>Male, Unreported</b>
<b>Z</b>	<b>Female</b>	<b>Female, Unreported</b>
<b>X</b>	<b>Unknown</b>	<b>Unknown Sex</b>

## EYE COLOR CODE TABLE

<i>Eye Color Literal</i>	<i>External Code</i>
<b>BLACK</b>	<b>BLK</b>
<b>BLUE</b>	<b>BLU</b>
<b>BROWN</b>	<b>BRO</b>
<b>GRAY</b>	<b>GRY</b>
<b>GREEN</b>	<b>GRN</b>
<b>HAZEL</b>	<b>HAZ</b>
<b>MAROON</b>	<b>MAR</b>

## HAIR CODE TABLE

<b>BALD</b>	<b>BLD</b>
<b>BLACK</b>	<b>BLK</b>
<b>BLONDE (or strawberry)</b>	<b>BLN</b>
<b>BLUE</b>	<b>BLU</b>
<b>BROWN</b>	<b>BRO</b>
<b>GREEN</b>	<b>GRN</b>
<b>GRAY (or partially gray)</b>	<b>GRY</b>
<b>ORANGE</b>	<b>ONG</b>
<b>PURPLE</b>	<b>PLE</b>
<b>PINK</b>	<b>PNK</b>
<b>RED (or auburn)</b>	<b>RED</b>
<b>SANDY</b>	<b>SDY</b>
<b>WHITE</b>	<b>WHI</b>
<b>UNKNOWN</b>	<b>XXX</b>



## RACE CODE TABLE

<b>External Code</b>	<b>Literal</b>	<b>Description (If Subject Is)</b>
<b>A</b>	<b>Asian or Pacific Islander</b>	<b>Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or other Pacific Islander</b>
<b>B</b>	<b>Black</b>	<b>A person having origins in any of the black racial groups of Africa</b>
<b>I</b>	<b>American Indian or Alaskan Native</b>	<b>American Indian, Eskimo, or Alaskan Native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition</b>
<b>U</b>	<b>Unknown</b>	<b>Of Indeterminable Race</b>
<b>W</b>	<b>White</b>	<b>Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</b>

## MNU PREFIX CODES

External Code	Description
AF	Air Force Serial Number
AN	Non-Immigrant Admission Number
AR	Alien Registration Number
AS	Army Serial Number (including National Guard and Air National Guard)
BF	Bureau Fugitive
CI	Canadian Social Insurance Number
CG	U.S. Coast Guard Serial Number
IO	Identification Order Number
MD	Mariner's Document or Identification Number
MC	Marine Corps Serial Number
MP	Royal Canadian Mounted Police Identification Number (FPS Number)
NA	National Agency Case Number – Military
NS	Navy Serial Number
OA	Originating Agency Police Identification Number
PI	Personal Identification Number (State Issued only)
PP	Passport Number
PS	Port Security Card Number
SS	Selective Service Number
VA	Veterans Administration Claim Number